

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-209

OPENING DATE: 22 June 2007

CLOSING DATE: 23 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

POSITION TITLE AND NUMBER

Human Resources Assistant (Military)
PDCN 70531000 MD # 2149-20L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-Med Det, NCARNG
Stem, North Carolina

GRADE AND SALARY (Includes Locality Pay of 12.64%)

GS-0201-06 \$32,172.00 - \$41, 823.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have nine months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required nine months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect nine months of specialized experience)* that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of, and skill in applying, a standardized body of military Human Resources (HR) rules, procedures, and operations sufficient to process and/or review a variety of procedural and/or substantive military personnel actions/transactions.
2. Knowledge of requirements for area of assignment sufficient to provide general information to military members and/or their dependents.
3. Skill in reviewing and processing military personnel actions to determine if requested action is substantiated by the documentation submitted.
4. Knowledge of military organizational structures, protocol, and similar matters.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: Predominant MOS of Unit or Organization)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Prepares monthly training schedules and YTP as directed by unit Commander. Monitors unit training schedules and programs to ensure compatibility between unit training and ITEP schedules. Coordinates with Commander on MOS qualification of individuals within the unit. Monitors usage of mandays for AT, Readiness Management Assembly (RMA) and special projects or training. Assists in coordinating the unit training activities by performing such tasks as review and analysis of unit training programs and directives of Commander. Researches, coordinates and requests all classes of training aids for the unit's training and operations. Completes applications for service schools and correspondence courses. Responsible for the individual clothing records for unit members including accountability, requisition, distribution and maintenance. Prepares requests, receives, issues and monitors accountability of Organizational Clothing and Individual equipment. Oversees the issuance and turn-in of equipment for all unit level actions and activities. Serves as the unit purchase-card holder for ordering items in accordance with current directives and as requested by unit leadership. Schedules equipment for calibration and alignment as is required by regulatory guidance. Responsible for ordering medical supplies to support physical exam station, and medical readiness processing. Responsible for staffing of all State medical support requests received by Deputy State Surgeon. Processes a variety of human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, and awards. Identifies all creditable service time, and ensures computation matches members retirement Points Accounting System statement. Counsels retiring unit members on Survivor Benefit Plan. Notifies service member of forms or documents required to substantiate requested update, i.e. marriage/divorce documents, birth certificates, social security cards, promotion orders, awards received, etc. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1